
CENTRAL REGION COUNCIL ON WORKFORCE SERVICES

Department of Workforce Services

1385 South State Street, Salt Lake City, Utah

Monthly Meeting Minutes

Thursday, January 27, 2005

12:30 p.m.

Presiding: Greg Diven, Chair

Present: Ron Andersen, Kent Anderson, Jennifer Carroll, Jane Reister Conard, Charles Daud, Linda Fife, Norm Fitzgerald, Todd Henriksen, Paul Jackson, Commissioner Colleen Johnson, Doug Johnston, Jill Merritt, Akilah Messado, Jon Pierpont, Steven Rosenberg, Kevin Schofield, Karen Silver, Kerry Steadman, Craig Stoker (for Stephen Ronnenkamp), Russ Thelin

Absent: John Hill, Louie Silveira, Melva Sine

Excused: Councilman Jim Bradley, Tony Gomez, Nancy Malecker, Ali Wilkinson

Guests: Hillary Diven-Literacy Action Center, Pam Silberman-Utah Issues, Andrea Sutton-DWS, Michael Wollenzien-Utah State Office of Rehabilitation

Staff: Karla Aguirre, Sandra Allen, Leno Franco, Steve Leyba, Diane Lovell, Brad Newsome, Mary Peterson, Billie Smith

Call to Order & Announcements

Chairman Greg Diven called the meeting to order at 12:30 pm. He welcomed and introduced Colleen Johnson, the new Tooele County Commissioner who is replacing Gene White. Commissioner Johnson shared a few remarks about her background and noted that she is looking forward to her service on the Council.

Mr. Diven then introduced Billie Smith, South County EC Manager. Ms. Smith provided a handout highlighting South County's community partners and their accomplishments. Greg Diven thanked Billie Smith and her staff team for hosting the January 25th Manufacturing Roundtable.

Mr. Diven welcomed and acknowledged Ron Andersen of LDS Employment Resource Services. Mr. Andersen has been nominated to replace Dean Walker on the Council.

Mr. Diven also welcomed Brad Newsome, who is the new DWS Assistant Deputy Director for Economic Development. Mr. Newsome recognized Jon Pierpont's passion for the work he does within the region and the strong relationship he has with the staff. Mr. Newsome indicated that his emphasis will be on Economic Development. He noted that Governor Huntsman states that the key to Utah's future is economic development

and Mr. Newsome is looking at ways and opportunities to augment DWS economic development efforts.

Greg Diven announced a few agenda modifications. Karla Aguirre will present on the DWS Incumbent Worker Training Program on behalf of Kim Auberger. Tonya Bronson, Investigator with the Division of Consumer Affairs has cancelled; however a summary of her presentation is found under Tab 7 of the Council packet.

Greg Diven announced the National Association Workforce Boards (NAWB) Conference is scheduled for March 3rd through March 5th in Washington DC and all Regional Chairs will be attending. Mr. Diven encouraged everyone to get him information and or topics that they wanted him to address during the NAWB Conference.

Greg Diven also acknowledged an article featuring Steven Rosenberg, owner of Liberty Heights Fresh that appeared in the January issue of Utah Business Magazine.

Lastly, Mr. Diven indicated that Nancy Malecker, who was unable to attend the meeting due to illness, wanted to inform Karen Silver that she would like to serve on the Basic Needs Committee.

Consent Agenda – Approval of Minutes

Norm Fitzgerald made a motion to approve the minutes of the following meetings: October 25, 2004 Youth Council, December 16, 2004 Regional Council and January 6, 2005 Executive Committee. Doug Johnston seconded the motion. All voted “Aye”. The motion passed.

Regional Director’s Report

Jon Pierpont, Regional Director provided information regarding the transition plan and an update for the DWS. Mr. Pierpont passed out copies of the News Release announcing that Tani Downing has been appointed as the new Workforce Services Executive Director. Mr. Pierpont felt her appointment is great news for DWS as Ms. Downing is familiar with the department and its current initiatives.

Mr. Pierpont also shared a brochure regarding the training services the region has developed. The promotional brochure will be shared with customers, the community at large and with DWS partner organizations.

Lastly, Mr. Pierpont turned the time over to Andrea Sutton, DWS Program Specialist, to report on the status of the Workplace Essentials Curriculum Development utilizing the “DACUM” curriculum development process.

Andrea Sutton referred to the DACUM results found under Tab 4 of the Council packet. Ms. Sutton asked for feedback on the curriculum and asked for the Council’s support and buy in.

Ms. Sutton reported that the Workplace Essentials project was developed in response to a need for more soft skills training. At the Council's September Manufacturing Roundtable it was indicated that 60% of customer's applying for jobs could not pass the first initial screening. These types of concerns have been expressed statewide from employers. Research has been done including meeting with the Department of Education, Salt Lake Community College and the Salt Lake/Tooele ATC and employers to help identify specific curriculum needs.

Ms. Sutton indicated that Perkins Grant funding is being used to develop the job readiness (workplace essential skills) training curriculum. Linda Fife clarified that the Perkins Grant, awarded by the Office of the Commissioner of Higher Education, went to the Salt Lake/Tooele ATC to support the shared curriculum development project.

Ms. Sutton indicated that once the curriculum is developed, the Council will be asked to review it to ensure it meets the Council's needs and expectations. Certification will be provided to those customers who successfully complete the training.

Ms. Sutton concluded by asking Council members to contact her or Diane Lovell if they wanted additional feedback or if they wanted to offer comments and suggestions.

Greg Diven thanked Andrea Sutton for her presentation. He also extended a special word of thanks to Linda Fife, Jon Pierpont and Paul Jackson who were involved in the DACUM process.

New Member Nominations

Greg Diven asked for a motion to approve two new member nominations:

1) Ron Andersen, Manager LDS Employment Resources who is replacing Dean Walker. Norman Fitzgerald made the motion to approve Ron Andersen as a new member. Karen Silver seconded the motion. All voted "Aye". The motion passed.

2) Stephanie Frohman, Director of Corporate Locations for EDCU who is replacing DeeDee Darby-Duffin. Jane Reister Conard made the motion to approve Stephanie Frohman as a new member. Jill Merritt seconded the motion. All voted "Aye". The motion passed.

Executive Committee Report

Greg Diven reported on the Legislative Forum that was held November 18, 2004. Mr. Diven circulated copies of a letter that went to legislators who attended the forum asking for their support of two bills; Reauthorization of the Workforce Services Department and the Anti-SUTA Dumping unemployment insurance measure. A similar letter will be sent to all legislators who did not attend. In addition, the Executive Committee members will make personal follow-up calls to legislators asking for support of these two bills. Mr. Diven encouraged all Council members to contact their legislators regarding DWS legislative priorities.

Secondly, Greg Diven reported the Executive Committee made a decision to seat an Ad hoc Committee to address healthcare needs. Steve Mass has volunteered staff support from his office.

Mr. Diven asked the Council to lend support to ongoing initiatives and encouraged members to “get involved”. He asked for members who want to serve on the Ad hoc Committee to contact him. Initially, the Committee will be expected to report to the Council regarding its specific objectives and initial recommended activities.

Karen Silver made a motion to form an Ad Hoc Committee on Healthcare. Steven Rosenberg seconded the motion. All voted “Yes”. The motion passed.

Todd Henriksen updated the Council on the Deferred Tuition Recommendations topic. He summarized the fact that although many employers offer tuition reimbursement to employees who successfully complete college courses, many employees do not have the resources to pay tuition costs up front. The University of Phoenix has a program (which amounts to an up front loan) whereby students/employees can actually defer payment until after the course is over. The University of Utah and Salt Lake Community College require tuition payment up front and are not willing to accept delayed or “deferred” tuition payment. According to College representatives contacted, in most cases “it is impossible NOT to get a federal loan” and all students wishing to get a federal tuition loan can get one.” Therefore, deferred tuition programs are not really necessary.

For clarification, Greg Diven stated that many employees cannot take advantage of employer tuition reimbursement programs because they don’t have the money to pay for tuition up front and therefore, are not receiving employer-paid tuition benefits.

Greg felt that a good strategy for the Council to undertake would be to help promote the availability of student loans to employers and employees. He thanked Todd for his research and report and asked Diane to contact Kim regarding how best to get the word out about student loans to employers.

Committee Reports & Strategic Plan Updates

Basic Needs – Karen Silver reported there is no new information regarding the UTA bus stop at the WVC EC. UTA is holding a public hearing this month on fare increases. Ms. Silver referred the members to the CAP Help Desk Report under Tab 5 in the agenda packets. She summarized the findings and noted that the data are collected on an ongoing basis and reflect customer experiences and trends at each of the Employment Centers.

Marketing – Jill Merritt reported on the upcoming April 7th Retreat that will be held at the Matheson Court House from 8:00 am to 1:30 pm. Carol Voorhees, guest speaker and facilitator plans to attend the February Council Meeting.

Chairman Diven asked Diane Lovell to send a Retreat announcement out right away to help ensure maximum attendance.

Facilities – Leno Franco reported on the ongoing negotiations of the leases for both the Downtown and Eligibility Center (Vine Street) locations.

Training & Development – Douglas Johnston reported on applications from two providers.

1. Eagle Gate College, a current approved provider, is requesting approval to add a Dental Assisting Program.
2. International Media Services (IMS) is requesting placement on the DWS Approved Provider List.

Doug Johnson made the motion to approve the Eagle Gate College's request for new program approval. Paul Jackson seconded the motion. All voted "Aye" with one abstention from Karen Silver. The motion passed.

Jane Reister Conard moved that action on International Media Services' application be deferred for six months or longer – until the Department of Rehabilitation has concluded its provisional approval period for IMS. Todd Henriksen seconded. All voted "Aye". The motion passed.

Youth Council – Paul Jackson reported on two main issues discussed at the January 24, 2005 Youth Council meeting.

1. The Youth Employment Service (YES) provided the Youth Council with a report regarding activities and progress. The current contract with YES expires on September 30, 2005.
2. DOL's New Strategic Vision for Youth which includes a goal to prioritize services to youth in the following categories:
 - Foster Care
 - Aging out of foster care
 - Youth offenders
 - Children of incarcerated parents
 - Migrant youth

Youth Council members have been asked to serve on sub-committees that will be seated to address each of the priority service areas.

Executive Roundtable Committee Report

Mr. Diven reported on the excellent Manufacturing Roundtable meeting held on January 25, 2005 with a turnout of 25 employers, 10 more than the first Manufacturing Roundtable. This event was co-sponsored by the Utah Manufacturers Association. The Workplace Essential Skills Curriculum Development was well received. The list of suggested topics for the next Manufacturing Roundtable scheduled for April 19, 2005 includes:

- Healthcare – Insurance benefit costs reduction
- Need for "Life Skills" training and Money Management
- Loss Prevention and Workplace Security

- Employing People with Disabilities
- How to find and keep employees with “specialized skill sets”
- Companies want to know more about “custom fit” and OJT Training

Mr. Diven noted that John Hill will Chair the next Manufacturing Roundtable on April 19th. The next targeted industry will be Automotive Services.

Legislative Training

Pam Silberman next presented on Utah’s legislative process. She referred members to the bills that DWS is working on and shared information on the appropriation issues that are currently underway. She also briefly discussed the status of the Capital construction, parking and legislature location(s).

Ms. Silberman handed out copies of the membership on Committees that deal with Workforce Services issues. These sub-committees look at the budgets for every department. Monday, January 31, 2005 is the budget hearing for Workforce Services making this weekend an excellent time to call legislators for support.

Pam Silberman then summarized the content of a Utah Issues PowerPoint Presentation that covers tools and resources for legislative advocacy. Copies of the PowerPoint Presentation will be emailed to Council members. Ms. Silberman also distributed and discussed copies of two Utah Issues Fact Sheets on (1) General Assistance Programs and (2) Child Care Funding. She discussed the Child Care Fact sheet in detail, noting a need for additional funding.

Jane Reister Conard moved:

- a) The Council support the restoration of \$2.7 million to the State Child Care Fund,**
- b) Over the weekend, Council members call members of the Commerce and Revenue Appropriations Committee requesting support for increased Child Care Funding; and,**
- c) The Council prepare a letter to be presented in testimony before the Revenue and Appropriations Committee on January 31, endorsing the restoration of \$2.7 million to the State’s Child Care Fund.**

Kerry Steadman seconded the motion. Karen Silver suggested the letter include the need for child care during job search and for emergency situations.

Greg Diven asked Diane Lovell to coordinate the “call assignments” for the weekend and stated that voting “Yes” on the motion obligates Council members to this assignment. Kent Anderson volunteered to represent the Council at the January 31st legislative committee hearing.

Greg Diven asked for a vote on Jane Reister Conard’s motion as amended by Ms. Silver. All voted “Aye”. The motion passed.

Ms. Silberman closed by reiterating that not only is it important to call your own legislators but to make calls to any legislator regarding issues of concern is recommended.

Postsecondary Proprietary Schools – Permit Requirements

Due to Tonya Bronson's absence there was no report from Consumer Protection. The Training and Development Committee and Diane Lovell will follow up with Consumer Protection and determine if a presentation should be rescheduled.

DWS Incumbent Worker Training Program

Karla Aguirre summarized on the Incumbent Worker Training Program information found under Tab 7 of the Council packets. This analysis outlines the differences between the Custom Fit and Incumbent Worker Training Programs. The two programs are different, but can compliment each other. The Incumbent Worker Training Program will benefit employers by supporting the training to upgrade the skill levels of current employees. This statewide program will go into effect sometime in late April or May 2005. Ms. Aguirre encouraged Council members to read the information in their packets and to contact Stephen Maas with related comments and/or questions.

Old Business

There was no old business to report.

New Business

Karen Silver commented on a couple of legislative items and noted that the Legislature is looking at cutting the funding for Adult Basic Education. She also mentioned that she had recently attended a meeting of the Utah's Department of Administrative Services, Division of Facilities, Construction and Management.

Public Comment

Hillary Diven, from the Literacy Action Center, informed the Council about the Center's tutor training program and distributed a brochure and tutor registration forms for anyone interested in volunteering. In addition, Ms. Diven asked Council members that if they encounter persons who cannot read, to please encourage them to attend the free training offered by the Literacy Action Center.

Hillary Diven asked members to share copies of the brochure and tutor registration forms with their respective organizations/employers as more literacy volunteers are needed.

Greg Diven noted the next Executive Committee meeting is February 10, 2005.

Meeting adjourned at 2:15 pm.